

**Alaska Department of Fish and Game Statewide  
Sportfishing Guide, Business, and Vessel Registration  
Program, 2015**

by

**Bob Powers**

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April 2015

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Alaska Department of Fish and Game

Divisions of Sport Fish and Commercial Fisheries



## Symbols and Abbreviations

The following symbols and abbreviations, and others approved for the Système International d'Unités (SI), are used without definition in the following reports by the Divisions of Sport Fish and of Commercial Fisheries: Fishery Manuscripts, Fishery Data Series Reports, Fishery Management Reports, and Special Publications. All others, including deviations from definitions listed below, are noted in the text at first mention, as well as in the titles or footnotes of tables, and in figure or figure captions.

Weights and measures (metric)		General		Mathematics, statistics	
centimeter	cm	Alaska Administrative Code		all standard mathematical signs, symbols and abbreviations	
deciliter	dL		AAC		
gram	g	all commonly accepted abbreviations	e.g., Mr., Mrs., AM, PM, etc.	alternate hypothesis	H <sub>A</sub>
hectare	ha			base of natural logarithm	<i>e</i>
kilogram	kg	all commonly accepted		catch per unit effort	CPUE
kilometer	km	professional titles	e.g., Dr., Ph.D., R.N., etc.	coefficient of variation	CV
liter	L			common test statistics	(F, t, $\chi^2$ , etc.)
meter	m	at	@	confidence interval	CI
milliliter	mL	compass directions:		correlation coefficient (multiple)	R
millimeter	mm	east	E	correlation coefficient (simple)	r
<b>Weights and measures (English)</b>		north	N	covariance	cov
cubic feet per second	ft <sup>3</sup> /s	south	S	degree (angular )	°
foot	ft	west	W	degrees of freedom	df
gallon	gal	copyright	©	expected value	<i>E</i>
inch	in	corporate suffixes:		greater than	>
mile	mi	Company	Co.	greater than or equal to	≥
nautical mile	nmi	Corporation	Corp.	harvest per unit effort	HPUE
ounce	oz	Incorporated	Inc.	less than	<
pound	lb	Limited	Ltd.	less than or equal to	≤
quart	qt	District of Columbia	D.C.	logarithm (natural)	ln
yard	yd	et alii (and others)	et al.	logarithm (base 10)	log
<b>Time and temperature</b>		et cetera (and so forth)	etc.	logarithm (specify base)	log <sub>2</sub> , etc.
day	d	exempli gratia		minute (angular)	'
degrees Celsius	°C	(for example)	e.g.	not significant	NS
degrees Fahrenheit	°F	Federal Information Code	FIC	null hypothesis	H <sub>0</sub>
degrees kelvin	K	id est (that is)	i.e.	percent	%
hour	h	latitude or longitude	lat. or long.	probability	P
minute	min	monetary symbols		probability of a type I error	
second	s	(U.S.)	\$, ¢	(rejection of the null hypothesis when true)	$\alpha$
<b>Physics and chemistry</b>		months (tables and figures): first three letters	Jan,...,Dec	probability of a type II error	
all atomic symbols		registered trademark	®	(acceptance of the null hypothesis when false)	$\beta$
alternating current	AC	trademark	™	second (angular)	"
ampere	A	United States		standard deviation	SD
calorie	cal	(adjective)	U.S.	standard error	SE
direct current	DC	United States of America (noun)	USA	variance	
hertz	Hz	U.S.C.	United States Code	population sample	Var var
horsepower	hp				
hydrogen ion activity (negative log of)	pH				
parts per million	ppm	U.S. state	use two-letter abbreviations		
parts per thousand	ppt, ‰		(e.g., AK, WA)		
volts	V				
watts	W				

***REGIONAL OPERATIONAL PLAN SF.4A.2015.01***

**ALASKA DEPARTMENT OF FISH AND GAME STATEWIDE  
SPORTFISHING GUIDE, BUSINESS, AND VESSEL REGISTRATION  
PROGRAM, 2015**

by

Bob Powers

Alaska Department of Fish and Game, Division of Sport Fish, Anchorage

Alaska Department of Fish and Game  
Division of Sport Fish  
333 Raspberry Road, Anchorage AK 99518

April 2015

The Regional Operational Plan Series was established in 2012 to archive and provide public access to operational plans for fisheries projects of the Divisions of Commercial Fisheries and Sport Fish, as per joint-divisional Operational Planning Policy. Documents in this series are planning documents that may contain raw data, preliminary data analyses and results, and describe operational aspects of fisheries projects that may not actually be implemented. All documents in this series are subject to a technical review process and receive varying degrees of regional, divisional, and biometric approval, but do not generally receive editorial review. Results from the implementation of the operational plan described in this series may be subsequently finalized and published in a different department reporting series or in the formal literature. Please contact the author if you have any questions regarding the information provided in this plan. Regional Operational Plans are available on the Internet at: <http://www.adfg.alaska.gov/sf/publications/>

*Bob Powers*

*Alaska Department of Fish and Game, Division of Sport Fish,  
333 Raspberry Rd, Anchorage AK 99518*

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**SIGNATURE/TITLE PAGE**

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Project leader(s): Dora Sigurdsson, Fishery Biologist

Division, Region and Area: Pat Hansen, Biometrician



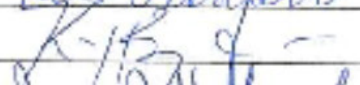
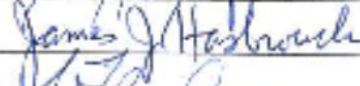

Project Nomenclature:

Period Covered: January 1, 2015–December 31, 2015

Field Dates: January 1, 2015–December 31, 2015

Plan Type: Category III

**Approval**

Title	Name	Signature	Date
Project leader	Bob Powers		2/18/2015
Biometrician	Pat Hansen		2/18/15
Analyst Programmer	Kirk Brogdon		2/19/2015
Regional Supervisor	Jim Hasbrouck		4/1/2015
Research Coordinator	Steve Fleischman		2/18/15



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## ABSTRACT

Since 1995, the Alaska Department of Fish and Game has gathered information on the sportfishing businesses and guide industry through various methods and registration programs. In 1998, a program was instituted for both sportfishing businesses and sportfishing guides that required annual registration with the department, and their saltwater and freshwater catch and harvest. Saltwater and freshwater catch, harvest and trip information is detailed in the FY2015-FY2017 Alaska Department of Fish and Game statewide saltwater guided sportfishing reporting program operational plan and the FY2014-FY2016 Alaska Department of Fish and Game statewide freshwater guided sportfishing reporting program operational plan. Detailed in this operational plan is the licensing and vessel registration process required of all sport fish charter and guide operations and guides along with the registration of all vessels used in the charter/guide industry. Such information will allow fishery managers to examine trends and base decisions on information and not speculation. Additionally, sport fishing associations, private industry, other governmental regulatory agencies, and the public will have access to timely and accurate information on the guided sportfishing industry statewide.

Keywords: Sport fishing, guide and business registration, freshwater logbook, saltwater logbook, participation, effort, harvest, sport fishing vessel, Pacific halibut, salmon, bottomfish, Southeast Alaska, Southcentral Alaska

## PURPOSE

The Alaska sportfishing guide industry has experienced growth in recent years. This growth has led to concern among users, the industry, and resource management agencies. Prior to 1995 data on number of guides and businesses, the number of clients served, effort, and harvest was lacking or was not well documented throughout many areas of Alaska.

Since 1995, the Alaska Department of Fish and Game (ADF&G) has gathered information on sportfishing businesses and guide industry through various methods and registration programs. In 1998, a program was instituted for both sportfishing businesses and sportfishing guides that required annual registration with the department, and their saltwater and freshwater catch and harvest. Saltwater and freshwater catch, harvest and trip information is detailed in the *2015-2017 Alaska Department of Fish and Game statewide saltwater guided sportfishing reporting program operational plan* and the *201-2016 Alaska Department of Fish and Game statewide freshwater guided sportfishing reporting program operational plan*. Detailed in this operational plan is the registration process required for all sport fish charter and guide operations and guides along with the registration of all vessels used in the charter/guide industry. Such information will allow fishery managers to examine trends and base decisions on information and not speculation. Additionally, sport fishing associations, private industry, other governmental regulatory agencies, and the public will have access to timely and accurate information on the guided sportfishing industry statewide.

## BENEFITS

This project will update and maintain a statewide database on 1) the registration of sportfishing guides and business operations and 2) all vessels registered for use in the statewide charter/guide industry. The collected data will be compiled to show the extent and growth of the guide industry, and the number of saltwater and freshwater vessels used within the industry. Such information is essential for regulation and management of fisheries, for project evaluation, and for formulation of department policies and priorities that reflect angler needs, concerns, and preferences.

## **OBJECTIVES**

1. To register sportfishing guides and guide service businesses, obtain contact information, and develop and maintain a sportfishing guide and business database; and
2. To report the number of sportfishing charter vessels registered to operate in the sport fishing guiding industry in fresh and saltwater.

## **PROCEDURES**

In 2004, the Alaska Legislature adopted house bill (HB) 452 that established licensing requirements for sport fishing guide business owners and sport fishing guides along with the registration of all vessels used in the guiding industry on a statewide basis. This bill replaced the older registration process previously required of all sport fishing guides and business owners since 1998, and implemented a new vessel registration process previously handled by the Commercial Fisheries Entry Commission (CFEC). Licensing and vessel registration became effective in 2005 and was intended to establish minimum standards to further professionalism and legitimacy of the Alaska sport fish guide industry while tracking the number of vessels active in the guide industry. License applications were designed and printed in Anchorage and made available in three different ways; in all area and regional ADF&G offices, as a form that could be printed out from the Division of Sport Fish internet web site, and as an interactive license with payment by credit card on the Division of Administrative Services web site. Vessel registration forms were incorporated within the logbooks required of all business owners.

Prior to initiating any guide services, a guide and guide business must already be registered by the Department of Fish and Game and any vessels used to carry passengers/clients for hire must be registered.

## **LOCATION**

Registration activities will be conducted statewide, project staff is located in Anchorage; some assisting personnel are located throughout all ADF&G area offices. All applications for registration are received, processed, and entered into a database in Anchorage. All follow up queries to guides and guide businesses for clarification on information provided on the registration applications is conducted by Anchorage staff.

## **BUDGET SUMMARY**

For budgetary purposes, the guide registration, vessel registration, saltwater logbook reporting and freshwater logbook reporting portions of the program are grouped within one budget code but are detailed within three operational plans. No breakdown of cost between each portion is available. A new budget is effective on July 1<sup>st</sup> of each New Year.

Code	Line Item	Cost
100	Personal Services	\$316.5
200	Travel	\$5.5
300	Contractual	\$58.4
400	Commodities	\$6.0
500	Equipment	\$0.0
TOTAL		\$386.4

Budget Manager: Bob Powers, Program Coordinator

Project Personnel: (Name, job class, months budgeted)

Bob Powers	Program Coordinator	6.0
Kirk Brogdon	Analyst Programmer V	0.0
Pat Hansen	Biometrician IV	0.0
Cindy Palmatier	Program Technician	12.0
Claudia Bloodworth	Office Assistant	11.0
Raili Kedzior	Office Assistant	7.0
Michaela Young	Office Assistant	7.0
Andrea Hamby	Office Assistant	6.0

## INTRODUCTION

The Alaska Department of Fish and Game (ADF&G), Division of Sport Fish – Research and Technical Services (RTS), has operated a program to register both sportfish guides and sportfish service businesses since 1998. During this same time period, ADF&G also collected information on sportfish participation and harvest by saltwater charter vessel clients and crew. In May 2004, House Bill 452 (HB 452), the Guided Sport Fishing bill, was introduced and subsequently passed by the Alaska state legislature, and signed into law by the Governor. This bill replaced the earlier, pre-2005 registration program with a licensing program and added a vessel registration and freshwater reporting program to the existing saltwater reporting program. Licensing of sport fish guide services and guides was conducted and reported annually from 2005 through 2014. In 2015, the licensing program reverted back to a registration program. The following briefly summarizes the history of this program.

### GUIDE AND BUSINESS REGISTRATION

The growth of the sportfishing industry in Alaska has had an effect on fish allocation and management in recent years. Regulatory decisions on many related issues have previously been hampered by the lack of information regarding the industry and its impact on fishery resources in many parts of Alaska. The sportfishing guide and business licensing program had provided a comprehensive system to better define this diverse industry throughout Alaska. The licensing requirement established in 2005 was intended to establish minimum professional standards and to protect consumers by requiring business owners to meet state requirements.

From May 1995 to December 2004, the owner(s) of a business engaging in guiding anglers anywhere in Alaska had been required to register annually with ADF&G. Additionally, any employee acting as a sportfishing guide for a business had been required to register before conducting sportfishing guide activities. In 1997 sportfish guides were required to register and provide information about the employing business and to register their vessels. In 1998 ADF&G continued to register guide businesses and guides but stopped registering charter vessels because the Commercial Fisheries Entry Commission (CFEC) implemented a licensing program for all vessels to be used for guided sportfishing.

In February 1998, the Alaska Board of Fisheries (BOF) adopted statewide sportfishing guide registration regulations and definitions which can be found in 5 AAC 75.075: *Fishing Services and Sportfishing guides; Registration Requirements; Regulations of Activities*. The definition of fishing services and fishing guide services were narrowed to exclude activities of booking agents and other ancillary services provided by a tour broker or agent to a fishing service. The definitions also excluded services provided by deckhands, assistants, and similar persons who work directly under the supervision of and on the same vessel as a fishing guide. It should be stressed that this was a registration process, not a licensing process. No fees were required and businesses and guides were free to provide services in any area of the state. In conjunction with the activities regulated under 5 AAC 75.075, a charter business owner was required to complete a State of Alaska, Department of Fish and Game, Saltwater Sport Fishing Charter Vessel Logbook, adopted as 5 AAC 75.076: *Fishing Services and Sportfishing Guides Reporting Requirements*.

In 2005, HB 452, the Guided Sport Fishing Bill, replaced the registration process with a licensing process. This bill was implemented to standardize the guiding industry by initiating a

licensing, vessel registration and reporting (logbook) program that extends to all sport fish charter or guide businesses. As a result of HB 452, ADF&G initiated a licensing process by creating three new licensing options. In late 2014, notification was given that statutes enabling the licensing of sport fish charter businesses and guides were set to expire on January 1, 2015. Due to the timing of the 2015 legislation session, re-implementation of the licensing program would not be in place until the middle of the 2015 guiding season. ADF&G strongly supports continuation of the business and guide registration program and proposed a modification of the licensing program to a registration program through the Board of Fish in addition to the legislative process to allow continuity. ADF&G needed the ability to register guides and operators to associate a sport fish charter business with logbook information. The modified regulations will take effect by January 1, 2015. The details of the registration process are outlined in the METHODS section below.

In 2013 an amendment to the definition of “compensation” was proposed and put into regulation. A new subsection to the definition is outlined in 5 AAC 75.995, it (1) means the direct or indirect payment, remuneration, and other benefits received in return for services, regardless of the source; in this paragraph, “benefits” includes (A) wages and other employment benefits given directly or indirectly to an individual or organization; and (B) dues, payments, fees, and other remuneration given directly or indirectly to a fishing club, business, organization, or individual who provides sport fishing guide services; (2) does not include reimbursement for the actual daily expenses for fuel, food, or bait. The new definition closes the gap that previously allowed third party payments to guides by a large corporation or business. This new definition covers non-monetary compensation like other “benefits” by requiring the registration of this business and the guide registration of those that lead the fishing trips.

## **VESSEL REGISTRATION**

In addition to implementing a licensing/registration process and freshwater reporting requirements, HB 452 also mandated that ADF&G register vessels used to provide sport fishing guided services, and provide proof of vessel registration to the business owner without charge. Prior to 2005, all vessels used in the sport fishing charter industry were required to license through the Commercial Fish Entry Commission (CFEC). Vessels were required to display a metal triangle with current year stickers to indicate compliance with annual vessel license requirements. In 2005, ADF&G implemented a vessel registration program for only those vessels operating within the sport fishing guiding industry. Charter/guide vessels are required to have current Alaska numbers (AK numbers) assigned by the State of Alaska Division of Motor Vehicles (DMV) or a U.S. Coast Guard (USCG) vessel documentation number. Specific details of the current vessel registration processes are outlined in the METHODS section below.

## **OBJECTIVES**

1. To register sport fishing guides and guide businesses. During the annual registration process the following information will be collected:
  - a. name and contact information (address, phone number, and email)
  - b. name of business
  - c. name of business owner
  - d. Alaska sport fishing license number (if guiding)

2. To register freshwater and saltwater charter vessels operating in the guided fishing industry. During the annual registration process, the following information is collected:
  - a. current AK or USCG documentation vessel numbers
  - b. homeport of saltwater vessel
  - c. primary drainage of freshwater vessel

## **METHODS AND DATA COLLECTION**

### **BUSINESS AND GUIDE REGISTRATION**

State regulations require that the owner or agent of any business operation and any individual that intends to provide sport fishing guide services must register annually with the Alaska Department of Fish and Game before guiding in Alaska. Furthermore, any person who provides guide services may do so only as an employee or contractor of a guided fishing business operation or as the owner of such a registered business. This regulation is outlined in Alaska Statutes, Title 16, Chapter 40, Sec. 16.40.260 detailing the Sport Fishing Business Owner License requirements for business owners and guides.

Beginning in 2005, all sport fishing charter/guide businesses and guides were required to initiate their own registration in one of three possible ways; 1) a guide and business can register in person at any ADF&G office, completing and submitting the registration application with payment on site (Appendix A1); 2) Guides and businesses can also go to the Division of Administrative Services website at: <https://www.adfg.alaska.gov/store/> (Appendix A2), apply online and wait 7-10 days for the actual registration card; or 3) go the Division of Sport Fish website at: <http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.businesslicense> (Appendix A3), where the registration application is available to print out and mailed to ADF&G.. The only registration method that does not require a waiting period is if the individual goes directly to an ADF&G office. The registration application form is designed to accommodate three registration options: a Guide Only Registration, a Business Owner Only Registration, and a combined Business Owner/Guide Registration (Appendix A1). In 2015, no revenues will be generated by this program for the first time since its introduction in 2005. Sport fish business owners and guides will not pay any registration fees in 2015. The registration process involves collection of contact information for businesses and guides. In addition, the name of the business and business owner is collected. If the applicant is registering to guide, a current Alaska sport fish license number is required.

All sport fish guides and business owners are provided with a wallet-sized registration card once the application has been processed and approved. Business owners and guides must carry the registration card while providing sport fishing guide services.

The registration process can take up to 7 to 10 business days before the actual registration card is provided to the guide or business. Data from the registration applications will be entered daily. Final processing and mail-out of the registration card is also done daily. Immediate on-site temporary registration is available only by going directly to an ADF&G office where the duplicate non-carbon copy of the registration application is stamped with a unique rubber stamp and the ADF&G representative signature is provided on the registration application. This type of registration allows the guide or business operation to immediately conduct business. The carbon

copy of the registration application on their person is then replaced by the wallet sized card received 7-10 days later.

## **Enforcement**

Enforcement of guide and business registrations was inconsistent from 1998 through 2001. Beginning in 2002, the ability of a peace officer of the State of Alaska to request to see proof of registration was clarified, which allowed officers to confirm the registrations of guides and businesses in the field. In 2002, ADF&G was directed to comply and provide any and all registration information upon request by a Fish and Wildlife Enforcement officer without them having to acquire a warrant or court order.

RTS will request periodic information on registration violations provided by the Alaska State Troopers, even though this list is not updated on a regular basis and does not summarize statewide registration violations. Regulations under Article 5, sec. 16.40.290(d) state that a court may revoke the sport fishing guide registration of a person convicted of violating a sport fishing regulation or is guilty of a class B misdemeanor of a second or subsequent offense within a three-year period. Currently, there is no process in place that automatically updates RTS staff with information concerning guide registration infractions. The program coordinator has initiated contact with Alaska State Troopers to begin a process that would inform the program coordinator when a revocation has occurred and what if any penalty was delivered. RTS staff are frequently made aware of guides and businesses that are providing guiding services to paying clients without being properly registered, but without consistency. RTS will investigate and confirm that current registration has not taken place and then forward the information to the nearest Alaska Wildlife Trooper (AWT) for further action. Unless the program coordinator is contacted directly and instructed to withhold a registration application, no change in the registration process and distribution is made.

## **VESSEL REGISTRATION**

Beginning in 2005, ADF&G was charged with registering all vessels used in the sport fish charter industry. Vessel registration requirements for all vessels used in the sport fishing guide industry are outlined in Alaska Statutes, Title 16, Chapter 5, Sec. 16.05.395.

Since all businesses are required to have a logbook, vessel registration will be incorporated within the saltwater and freshwater logbooks and become part of the logbook sign-out process (Appendix B1 and B2). From saltwater businesses, the vessel name, vessel make and model and primary Alaska port from which the vessel will operate is also required. In addition to the vessel AK license number assigned to their vessel from DMV or the USCG documentation number, freshwater businesses will be asked to provide the name of the primary Alaska drainage or community the vessel will currently operate out of.

The saltwater logbook is assigned to a specific vessel being used by the business and rarely interchanged between vessels throughout the season. Due to this simple approach, the saltwater vessel is considered registered upon issuance of a logbook as long as the DMV AK number or USCG vessel documentation number is current. The business owner is instructed to contact ADF&G if additional vessels are added during the season. (Appendix B1).

Freshwater vessel registration occurs within the freshwater logbook. The business owner is required to register all vessels that may be used during the course of the season. The business owner is instructed to contact ADF&G if additional vessels are added during the season.

Once registered, all vessels will be issued two decals, one for each side of the vessel (Appendix B3). These 13" x 8 ½" decals are to be prominently displayed on both sides of the vessel to indicate that this vessel is a legally registered Alaska sport fishing guide vessel. Decals do not need to be permanently adhered to the vessel as long as they are visible while clients are on board. Each year, a tag (Appendix B4) with the current year on it will be issued to place over the previous year. Yearly stickers will indicate that vessel registration has occurred. A current year sticker must be displayed prior to operating the vessel with clients on board.

The ADF&G decal replaces the previous requirement for a CFEC triangle. Vessel registration and tracking will be through the AK or USCG documentation numbers. A database to track the number of saltwater and freshwater vessels active in the sport fishing charter/guide industry will be maintained on an annual basis.

## **DATA REDUCTION**

### **BUSINESS AND GUIDE REGISTRATION**

As registration forms are received by RTS from area offices or through the mail, they will be reviewed for completeness, entered into the database, scanned to create electronic image files, then stored. RTS will keypunch the information from the registration forms verbatim into an initial database representing the raw data (Appendix C). Internet registration applications are captured by RTS staff and stored in an Oracle database maintained by ADF&G Division of Administration (DOA). In order to process the 2015 Business Owner/Guide registration, a Division of Sport Fish Intranet application is used to import any new data from the DOA database into the master Guide License database.

Once imported, a procedure is run that assigns the official unique registration numbers to each newly imported record and also updates a flag on the DOA database to ensure that the record is not imported again, no data is ever deleted or changed on the DOA database other than the update flag and date fields.

Once the registration information is imported, it can be retrieved, edited and registration reprints can be conducted by RTS staff only. Access to the registration data, to determine valid registration, is available at any area or regional office with internet access for lookup purposes only. Temporary registration is available if the original license is lost, no editing would be allowed by area offices.

As described above, the primary data collection is accomplished when business owners and guides complete the application forms associated with the registration process, resulting in the collection of the following information for each business: the name of the business, name of business owner, physical and mailing address of the business along with current phone numbers are collected on the registration application. The primary data captured through the application process for each guide includes: the name, permanent mailing address, phone number and current year Alaska sport fishing license number. Each registration form will have a unique 4 or 5-digit number, allowing the department to determine how frequently each method of registration is used, and which one seems to be preferred. Registrations with numbers between 1000 and 7999 are registrations that were applied for at an area ADF&G office, a registration numbers between 8000 and 8999 were applied for by going to the Division of Sport Fish web site and printing out a registration application, and registrations numbers over 10,000 are associated with registration applications via the internet.



Registration applications obtained in the area ADF&G offices are a two part non-carbon design. Once completed, signed and stamped, the applicant retains the duplicate non-carbon (colored) copy; the duplicate copy is the temporary registration until the permanent registration is received. Internet application information is downloaded from the Division of Administration to the Sport Fish RTS data retrieval site where it is accessed by an RTS employee and processed. This information is printed on a pre-designed 2015 wallet sized license card (Appendix A5) and mailed to the applicant. Registration applications that are downloaded on individual personal computers, filled out and mailed in to RTS are processed, printed out on the same pre-designed 2015 wallet sized license card and mailed back to the applicant. The yellow copy of all registrations becomes the temporary registration as long as it has the official rubber stamp and a department signature. The registrations themselves contain information that helps enforcement personnel determine whether an individual is a guide only, business owner and guide, or a business owner only. (Appendix A5).

Any requests made by registered applicants to update their information, will be received by RTS staff and changed in the database to reflect corrected information. An updated registration card is forwarded to the applicant.

## **VESSEL REGISTRATION**

Vessel registration information is received along with logbook sign-out sheets. As vessel registration pages are received by RTS, they will be reviewed for completeness, entered into the database, scanned to create electronic image files, and then stored. The RTS Program Technician will perform checks and edits to correct spelling errors on vessel names and verify vessel AK numbers and USCG documentation numbers. Familiarization with the USCG documentation numbers and DMV AK numbers portion of vessel registration has improved editing and has brought to light any registration issues early in the season for follow-up. Other programs will be used to check the recorded data and identify potential problems. The checks will be performed on each registered vessel. Duplicate entries for a vessel being used for more than one business will be validated.

RTS will maintain a database of all vessels that participate in the charter or guided sport fishing industry. Vessel registration is designed to occur simultaneously while acquiring a logbook. Saltwater business owners are required to provide a current AK number or U.S. Coast Guard documentation number, vessel name, vessel make/model and primary Alaska port from which this vessel will operate. Freshwater vessel registrations require that the owner provide the vessel AK number as provided from DMV or USCG documentation number and the primary Alaska drainage or community the vessel will operate out of. A separate vessel registration form is provided within the freshwater logbook. The primary sign-out sheet for the saltwater logbook doubles as the vessel registration form. Access to the DMV vessel licensing database is requested in order to validate AK numbers and expiration dates.

## **DATA HANDLING AND CODING**

All registration applications returned to RTS by the applicant or received by RTS from ADF&G area offices will be visually reviewed by the program technician prior to data entry as follows:

- Beginning at the top of the registration application, a visual check will verify that the application is for the current year. If it is not a current year form, the application will be returned to the applicant along with a current registration application form.

- The upper portion of the form that indicates the type of license desired is reviewed. A guide only license requires that sections A and C be completed. A Business Only License requires that sections A and B be completed. A combination Business/Guide license requires that sections A, B, and C be completed.
- Based on the type of registration being applied for, all applicable sections will be examined for completeness and electronically scanned:
  - Section A is reviewed for legible name, address and phone number. The registration form will still be processed without an e-mail address; no other item may be missing from this section.
  - Section B requires detailed information on the business including name of business and name of business owner.
  - Section C requests information from anyone wishing to work as a guide. Guide information must include a current Alaska sport fishing license number and date of birth. All of the information requested on the registration application must be current and complete. Missing or erroneous information requires a phone call to the applicant. The registration form will not be processed until the correct information is provided.
- Applicant signatures are required. If there is no signature, the application is returned to the applicant.

All saltwater (SW) and freshwater (FW) vessel registrations are included within the saltwater and freshwater logbook sign-out process and reviewed by the program technician prior to data entry as follows:

- A visual scan of all items pertaining to SW and FW vessel registration is made for completeness.
- If the first and most important item, the DMV vessel AK or USCG documentation number is missing, no further data entry is conducted. In order to emphasize the importance of consistent quality control of sign-out sheets, such sign-out sheets are returned to the individual who initially issued the logbook for their follow-up with the business owner. Due to the program technician's experience and familiarization with vessel documentation and AK numbers, it is possible to immediately determine if the numbers provided are not legitimate. A follow-up call to the owner is made for clarification prior to completing the vessel registration. Vessel identification can also be acquired through DMV or the USCG for verification if necessary.
- If vessel name (SW), is left blank, vessel registration continues. If those two items are missing, additional follow-up with the owner is required.
- If primary Alaska port from which the (SW) vessel will operate, or primary drainage or community for which a (FW) vessel operates near is missing, no follow-up is required. This information usually becomes evident from the Port of Offloading information on SW logbook data pages and from the site fished information from the FW logbook data pages. If this information is not discernable based on logbook datasheets, a follow-up call to the owner is placed to obtain the necessary information.

## DATA ANALYSIS

Since registration is mandatory, the data collected by this project can be treated as a census of the information necessary to develop summary reports on the number of sportfishing charter businesses and guides, along with the number of vessels registered to operate in the sport fishing guiding industry in fresh and saltwater (Objective 2). Additionally, the information gathered by this registration program is used in the corresponding freshwater and saltwater logbook projects. The data analysis procedures associated with those projects are covered in the separate operational plans covering each project.

## SCHEDULES AND DELIVERABLES

The schedule for each of the annual tasks associated with sportfishing registration and logbook reporting are identified below:

October – December	Develop and finalize the registration application. Develop and prepare for printing, the vessel decal and annual tags.
December	Mail out letters detailing any regulation changes if applicable and renewal application forms to all guides and businesses licensed the previous year. The current registration applications and annual year tags for vessel decals are delivered to regional and area ADF&G offices.
January	Programmers develop and make the registration and logbook sign-out data entry screens available.
January	News Release issued to announce availability of licenses.
January-December	Enter registration applications as received.
January-December	Conduct daily mailings of valid registrations.

The divisional Intranet site: <http://intra.sf.adfg.state.ak.us/> will provide an interface for project staff statewide to view summaries of data entry progress, business and guide licenses issued, and to look up individual business and guide registration details.

## RESPONSIBILITIES

The following provides more detail on the specific assignments of each person working on the guide registration and vessel registration projects, their title, job classification, and total combined months for all tasks (funded by the ‘combination’ of the guide registration, vessel registration, saltwater logbook reporting and freshwater logbook reporting portions of the program since they are grouped within one budget code).

Name/Title	Months	Responsibilities
Bob Powers, Program Coordinator	6.0	General oversight of the guide and business registration and vessel registration project, budget manager, develops form design, conducts the bid process, coordinates the printing and distribution, and writes the operational plan and final report. Works with Regional Management Coordinators to define project objectives, coordinates provision of information requests. In charge of data cleanup and updates. Develops programs, runs computer editing programs, reviews and edits master files
Pat Hansen, Biometrician IV	0.0	Project biometrician, reviews and approves operational plan, assists with evaluation of resultant information.
Kirk Brogdon, Analyst/Programmer IV	0.0	Lead analyst/programmer for the registration and logbooks projects. Designs systems for data capture and data summaries. Runs retrievals for registration and vessel information.
Cindy Palmatier, Program Technician	12.0	Provides clerical data processing and data entry service for business and guide registration forms along with the logbook sign-out forms for saltwater and freshwater logbooks that contain vessel registration information. Reviews registration and vessel registration information for errors, follows up with area offices and operators for clarification in order to complete the processing step.
Claudia Bloodworth, Michaela Young, Raili Kedzior, Andrea Hamby, Office Assistants	31.0	Receive process, date stamp, organize and file all incoming logbook data pages and license applications. Conduct data entry, data scanning, and electronic filing of all incoming data. Receive and place calls to guide business operators and guides.
Southeast staff (under direction of Mike Jaenicke).	0.0	License guides and sportfishing business operators. Collect registration fees. Review license applications for completeness, forward all licenses and vessel registration information to RTS in Anchorage.
Southcentral staff (under direction of Dan Bosch, Scott Meyer and Matt Miller)	0.0	License guides and sportfishing business operators. Collect registration fees. Review license applications for completeness, forward all licenses and vessel registration information to RTS in Anchorage.
Arctic-Yukon-Kuskokwim region III staff (under direction of Don Roach and Tom Taube).	0.0	License guides and sportfishing business operators. Collect registration fees. Review license applications for completeness, forward all licenses and vessel registration information to RTS in Anchorage.

**APPENDIX A.**  
**SPORT FISH BUSINESS OWNER/GUIDE REGISTRATION**



## 2015 SPORT FISH BUSINESS OWNER/GUIDE REGISTRATION APPLICATION

Alaska Department of Fish and Game / Division of Sport Fish - RTS  
333 Raspberry Road, Anchorage, Alaska 99518-1565  
Telephone: (907) 267-2369 or (907) 267-2299  
<http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.sportfishguides>

**Registration #**

This TEMPORARY REGISTRATION is good for 21 business days from date signed by ADFG Representative.

**CHECK ONE:**

- ☐ **Guide Only Registration**  
☐ **Business Owner Registration**  
☐ **Combined Business/Guide Registration\***

*\*An agent for a business cannot apply as a guide on a Combined Business/Guide Registration.*

APPLICATION  
MUST BE  
STAMPED BY  
ADF&G TO BE  
VALID

### INSTRUCTIONS ON BACK OF FORM

#### SECTION A: ALL APPLICANTS COMPLETE THIS SECTION

Name of Business Owner or Guide: \_\_\_\_\_  
*Last* *First* *MI*  
 Permanent Mailing Address: \_\_\_\_\_  
*PO Box or Street Address* *City* *State* *Zip*  
 Telephone Number: (\_\_\_\_) \_\_\_\_\_ In-Season Telephone Number: (\_\_\_\_) \_\_\_\_\_  
 Mail Card Here: \_\_\_\_\_  
*(If different than permanent)* *PO Box or Street Address* *City* *State* *Zip*  
 Email (optional): \_\_\_\_\_

#### SECTION B: TO BE COMPLETED BY THE BUSINESS OWNER OR THEIR AGENT

**BUSINESS INFORMATION:**

Name of Business: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

*\*Remember to get logbooks for your business at the nearest ADF&G office prior to commencement of guiding activities. \**

#### SECTION C: TO BE COMPLETED BY THE GUIDE OR THEIR AGENT

2015 Alaska Sport Fishing License #: \_\_\_\_\_ Date of Birth: Mo/Date/Yr

**SIGNATURE OF BUSINESS OWNER/AGENT or GUIDE:**

I hereby certify that all information is true and correct and that I understand this information is subject to public disclosure. (NOTE: Making a false statement or omitting a material fact is subject to a maximum penalty of \$10,000 or 1 year imprisonment, or both, per AS 11.56.210.)

**X** \_\_\_\_\_ **Circle one:** Applicant or Agent **Date:** Mo/Date/Yr


This temporary Registration must be signed and stamped by an ADF&G employee and in your possession before guiding activities begin.

Name of ADF&G Representative (*print*): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

*Bottom Copy to Applicant*

Licenses, Tags, Stamps, and Permits Store, Alaska Department of Fish and Game



# Alaska Department of Fish and Game

[ADF&G Home](#) » [Licenses & Permits](#)

## Purchase Licenses, Tags, Stamps, Permits

[Products and Pricing](#) [Purchase Requirements](#) [Payment Methods](#) [Shipping/Printing Policy](#)  
[Refund and Return Policy](#) [Privacy Policy](#) [Contact Us](#)

Welcome to the Alaska Department of Fish and Game, and thank you for visiting! We hope that you will find the information you need to purchase a license or apply for a permit. Please take time to look around, check the [regulations](#) and then purchase what you need.

The following items are available online:

Begin Purchase Process

- Hunting and Fishing Licenses
- Commercial Crewmember Licenses
- King Salmon Stamps
- Big Game Tags
- State of Alaska Duck Stamps
- Big Game Drawing Permits (available May 1 - May 31 and November 1 - December 17)
- McNeil River State Game Sanctuary Viewing Access Permit
- Sport Fish Business Owner and Guide License Application

IMPORTANT - PLEASE READ

Only Alaska sport fishing, hunting and trapping licenses, king salmon stamps (purchased WITH a fishing license) and general season harvest tickets can be printed at home. You may go out in the field immediately with your temporary license if no other items such as big game tags, permits, sport fish guide/charter business owner and guide licenses, etc. are required.

King salmon stamps (purchased separately from a fishing license), duck stamps, big game tags, commercial crew licenses, and sport fish guide/charter business owner and guide licenses will be MAILED to you and you must have them in your possession to LEGALLY hunt, fish or provide guided fishing services if they are required. Do not purchase these items online if you need them before they can reach you via the U.S. Postal Service.

POWERED BY  
InternetSecure

VISA

MasterCard

DISCOVER  
network

Begin Purchase Process

15

## SPORT FISH GUIDE, BUSINESS, LOGBOOK, CHARTER REQUIREMENTS

Overview	Business & Guide Registration	Vessel Registration	Logbook	Maps	Kenai River	Halibut Charters	Forms	FAQs
----------	----------------------------------	------------------------	---------	------	-------------	---------------------	-------	------

[ADF&G Home](#) » [Registration & Permits](#) » [Professional Licenses](#)

## SPORT FISHING GUIDES & CHARTER REQUIREMENTS

### BUSINESS/GUIDE REGISTRATION APPLICATION

#### **Business/Guide Registration Application** (PDF 24 kB)

**IMPORTANT:** This form alone does not allow you to legally resume guiding or operating your guiding business, you must have a registration that has been signed by a department representative before initiating any guiding services. A permanent registration card will be mailed to you within 14 days. Do not provide guided services until you receive your permanent registration card.

1. Print both the instructions page and the license application.
2. Follow the instructions as you fill out all applicable sections of the registration application.
3. All applicable sections must be complete, legible and reflect current certificate and license numbers.
4. Enclose a check or money order made out to the State of Alaska. Do not send cash.
  1. Send it to the address noted in the upper portion of the form, to  
State of Alaska  
Dept. of Fish and Game - Sport Fish RTS  
333 Raspberry Rd.  
Anchorage, Alaska 99518-1599
5. Do NOT fax or e-mail the application. An original signature must be on file.
6. Sign and date your application.
7. Incomplete or illegible forms will be returned, resulting in a processing delay.
8. Please allow 2 weeks for processing and receipt of a validated registration card.



### BUSINESS ONLY REGISTRATION


<b>7999</b>	State of Alaska Department of Fish & Game Division of Sport Fish 333 Raspberry Rd, Anchorage, Alaska 99518	<b>2015</b>
<b>JOHN DOE</b> <b>SAMPLE BUSINESS ONLY</b>		
The person named above has a validated Registration on file with the Alaska Department of Fish & Game as a <b>Sport Fishing Business</b>		
<i>Robert Powers</i> Department Representative Phone (907) 267-2299		<b>11/17/14</b> Validation Date (Expires 12/31/2015)



Alaska Dept. of Fish & Game  
Division of Sport Fish  
333 Raspberry Road  
Anchorage, AK 99518

### COMBINATION BUSINESS/GUIDE REGISTRATION


<b>7997</b>	State of Alaska Department of Fish & Game Division of Sport Fish 333 Raspberry Rd, Anchorage, Alaska 99518	<b>2015</b>
<b>JOHN DOE</b> <b>SAMPLE COMBO BUSINESS</b>		
The person named above has a validated Registration on file with the Alaska Department of Fish & Game as a <b>Sport Fishing Guide and Business</b>		
<i>Robert Powers</i> Department Representative Phone (907) 267-2299		<b>11/17/14</b> Validation Date (Expires 12/31/2015)



Alaska Dept. of Fish & Game  
Division of Sport Fish  
333 Raspberry Road  
Anchorage, AK 99518

### GUIDE ONLY REGISTRATION

<b>7998</b>	State of Alaska Department of Fish & Game Division of Sport Fish 333 Raspberry Rd, Anchorage, Alaska 99518	<b>2015</b>
<b>JOHN DOE (SAMPLE)</b>		
The person named above has a validated Registration on file with the Alaska Department of Fish & Game as a <b>Sport Fishing Guide</b>		
<i>Robert Powers</i> Department Representative Phone (907) 267-2299		<b>11/17/14</b> Validation Date (Expires 12/31/2015)



Alaska Dept. of Fish & Game  
Division of Sport Fish  
333 Raspberry Road  
Anchorage, AK 99518



**APPENDIX B.**  
**VESSEL REGISTRATION**



## **INSTRUCTIONS FOR ADF&G REPRESENTATIVE:**

Please forward the white copy of this form to:  
Sport Fish RTS, 333 Raspberry Rd., Anchorage, AK 99518-1565.

**DO NOT REMOVE THE PINK COPY. THE PINK COPY MUST STAY IN THE LOGBOOK.**

DO NOT ISSUE A LOGBOOK UNLESS THE APPLICANT HAS THE FOLLOWING:

- ☐ 2015 ADF&G Sport Fish Business Registration
- ☐ Current AK Vessel No. issued by DMV or Current USCG Vessel Documentation No.

**None of the above can be "Pending"**

2015 ADF&G Sport Fish Business Owner and Guide Registration applications are available at all ADF&G offices or online at the bottom of the following web page:

<http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.businesslicense>

or can be applied for online at: <https://www.adfg.alaska.gov/store/>

AK Vessel Registration information is available from Alaska Division of Motor Vehicles at (907) 269-5551 or online at: <http://www.dmv.alaska.gov/dmv/reg/boat.htm>

### **2015 Saltwater Charter Logbook Sign-Out and Vessel Registration Must be completed**

#### **Sport Fish Business Information:**

Logbook No.:

Name of Sport Fishing Business: \_\_\_\_\_

ADF&G Sport Fish Business Registration No.: 2015 - \_\_\_\_\_

#### **Sport Fish Charter Vessel Registration:**

☐ DMV issued AK No. or USCG Vessel Documentation No.: \_\_\_\_\_  
(A logbook WILL NOT be issued without a current AK or USCG No.)

☐ Vessel Name: \_\_\_\_\_  
(Vessel Name and AK No. or USCG No. must appear on the cover)

☐ Primary Alaska Saltwater port from which this vessel will operate during 2015: \_\_\_\_\_

#### **DEPARTMENT USE ONLY**

☐ Did you issue a Statistical Area Map YES ☐ NO ☐ If No, Explain: \_\_\_\_\_

☐ ADF&G Representative: (print) \_\_\_\_\_

☐ Area Office: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

LOGBOOK NO.

## 2015 Freshwater Sport Fish Vessel Registration

### Note to ADF&G Representative

Confirm that the vessel information requested on the bottom of this page is complete. Every vessel that this business is intending to operate while providing sport fishing guided services must be recorded.

Attach the white (top) copy of this page to the sign-out sheet, whether or not there are registered vessels. Mail the sign-out sheet and the vessel registration page to the Anchorage ADF&G RTS office at 333 Raspberry Rd., Anchorage, AK 99518-1565.

### Registering Your Vessel(s)

For each vessel you plan to use to conduct sport fishing guided activities, please fill out the information below.

If a vessel is newly purchased, leased or borrowed at anytime during the guiding season, it must have a current AK Boat Number or a USCG documentation number. If a vessel is added during the season, call the local ADF&G office or (907) 267-2369.

**For purposes of vessel registration, vessels are defined as:**

rafts, canoes, kayaks, motorized and nonmotorized water vehicles.

**Registration Exemption:** Personal Float Tubes.

### Multiple Logbooks?

Note logbook number where vessel information has been provided:

AK Boat # or USCG Vessel Doc. #	Primary AK Drainage/Community the Vessel will operate out of in 2015

Continue on another sheet if you have more vessels. Transfer the business name and logbook number onto that extra sheet.

Appendix B3.—Sport fishing guide vessel decal.

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Appendix B4.—Sport fishing guide vessel annual tag, updated annually.

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## **APPENDIX C. REGISTRATION DATABASE STRUCTURE**

## Sport Fish Guide License Entry

The Guide License Data Entry application is a web based database-driven application where by the user chooses what they wish to do by following a series of links. Below describes a brief overview of how to maneuver through the application to perform basic Data Entry.

The following Data Entry application reflects 2007 instructions; it remains the same for 2015 registrations.

Select Guides Registration/Logbooks:

### Site Index...

Welcome to the Division of Sport Fish Intranet. For details on a particular section, you may select a below.

<b><u>THE INTRANET</u></b> <ul style="list-style-type: none"><li>● <a href="#">Intranet Support Contact List</a></li><li>● <a href="#">Navigational Guidelines</a></li><li>● <a href="#">Site Map</a></li><li>● <a href="#">Site News</a></li><li>● <a href="#">SF Sites Usage Statistics</a></li><li>● <a href="#">Lake Data Administrative pages</a></li></ul> <b><u>INFORMATION</u></b> <ul style="list-style-type: none"><li>● <a href="#">Strategic Planning</a></li><li>● <a href="#">Divisional Reports</a></li><li>● <a href="#">Emergency Orders/News Releases</a></li><li>● <a href="#">Fish Stocking Update</a></li><li>● <a href="#">Regulations</a></li><li>● <a href="#">Sonar/Weir Counts</a></li></ul> <b><u>ADMINISTRATIVE</u></b> <ul style="list-style-type: none"><li>● <a href="#">Change Your Password</a></li></ul>	<b><u>DATABASES</u></b> <ul style="list-style-type: none"><li>● <a href="#">Guides Licensing/Logbooks</a></li><li>● <a href="#">Permits - Pers. Use and Chitina</a></li><li>● <a href="#">PID/DAV Lookup</a></li><li>● <a href="#">Proxy Fishing Information Forms</a></li><li>● <a href="#">Sport Fishing Guides</a></li><li>● <a href="#">State Personnel Database</a></li><li>● <a href="#">Statewide Harvest Survey Estimates</a></li><li>● <a href="#">FDD Maps Cartographer's Entry Screen</a></li><li>● <a href="#">FDD Maps Draft Review site</a></li></ul> <b><u>RESOURCES</u></b> <ul style="list-style-type: none"><li>● <a href="#">Administration and Personnel</a></li><li>● <a href="#">Collaborative Project Area</a></li><li>● <a href="#">General Docushare</a></li><li>● <a href="#">Publications and Document Library</a></li></ul>
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This Intranet home page has been accessed 112,280 times since September 19, 2000.



Select Enter or Edit Data:

## Sportfishing Guide/Business Registration & Logbooks Index...

- ▶ [Enter or Edit Data](#)
- ▶ [Reports for Departmental Use Only](#)
- ▶ [Statistics and Related Internet Links](#)

This intranet page has been accessed 102,375 times since September 25, 2000.

---

[Site Index](#) • [The Intranet](#) • [Information](#) • [Databases](#) • [Resources](#) • [On-line Help](#) • [Feedback](#) • [Back](#)

Webmaster: Derek Hedstrom ([Derek\\_Hedstrom@fishgame.state.ak.us](mailto:Derek_Hedstrom@fishgame.state.ak.us))  
[Copyright 1998-2005 Alaska Department of Fish and Game. All Rights Reserved.](#)

This site is designed for use with Netscape 4.0 and Microsoft Internet Explorer 4.0 and above.

Select SF Guide and Business Registration:

## Sportfishing Guide/Business Registration & Logbooks Index...

[Enter or Edit Data](#)

- ▶ [SF Guide and Business Licensing](#)
- ▶ [SF Guide and Business Registrations \(Pre 2005\)](#)
- ▶ [Charter Logbooks](#)
- ▶ [Saltwater Charter Logbooks \(Pre 2005\)](#)
- ▶ [Department Representative Maintenance](#)
- ▶ [Reports for Departmental Use Only](#)
- ▶ [Statistics and Related Internet Links](#)

This intranet page has been accessed 107,782 times since September 25, 2000.

---

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This site is designed for use with Netscape 4.0 and Microsoft Internet Explorer 4.0 and above.

Select Entry, Editing, Printing:

The screenshot shows a web page titled "Sportfishing Guide/Business Licenses & Logbooks Index...". Below the title is a link "Enter or Edit Data - SF Guide and Businesses". Underneath is a section "Guide and Business Licensing" with two links: "Entry, Editing, Printing" and "Look Up". A mouse cursor is pointing at the "Look Up" link. Below the links is a message: "This intranet page has been accessed 95,443 times since September 25, 2000." At the bottom, there is a navigation bar with links: "Site Index", "The Intranet", "Information", "Databases", "Resources", "On-line Help", "Feedback", and "Back". Below the navigation bar is the text: "Webmaster: Derek Hedstrom (Derek\_Hedstrom@fishgame.state.ak.us)" and "Copyright 1998-2005 Alaska Department of Fish and Game. All Rights Reserved." At the very bottom, it says: "This site is designed for use with Netscape 4.0 and Microsoft Internet Explorer 4.0 and above."

Select appropriate year from drop down box then click 'Continue':

The screenshot shows a web form titled "Guide Licensing". Below the title is the text "Please Select Year . . .". The form contains a large green box with the text "Select Year" in white. Below this box is a "Select:" label followed by a dropdown menu showing "2007". To the right of the dropdown menu is a "Next" button. A mouse cursor is pointing at the "Next" button. At the bottom of the form are three links: "[Guides Home]", "[Change Year Selection]", and "[Guides Entry Menu]".

Select New Entries:

## 2007 Guide Licensing

---

Please select from the following options . . .

- [Search](#)
- [New Entries](#)
- [Edit Entries](#)
- [Check / Import Internet Sales](#)
- [Card Printing Options](#)

[\[Guides Home\]](#) [\[Change Year Selection\]](#) [\[Guides Entry Menu\]](#)

Select License Form Type:

## Guide Licensing Entry

---

Select the Type of License Form to Enter

- [Pre-Printed \(Numbered\)](#)
- [Mail Ins \(Not Numbered\)](#)

[\[Guides Home\]](#) [\[Change Year Selection\]](#) [\[Guides Entry Menu\]](#)

Fill in applicable fields then continue:

**2007**

Department Use Information						8702
License Type:			Payment Type:			
<input checked="" type="radio"/> Guide Only <input type="radio"/> Business Only <input type="radio"/> Combined Guide and Business			<input checked="" type="radio"/> Check <input type="radio"/> Cash <input type="radio"/> Credit Card <input type="radio"/> Money Order			
<b>Section A - General Information. To be filled out by All Applicants.</b>						
Last Name:	First Name:	Initial:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Mailing Address:	City:	State:	Zip:	Country:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="USA"/>		
Telephone:	In Season Telephone:					
<input type="text"/>	<input type="text"/>					
Email Address:						
<input type="text"/>						
<input type="button" value="Continue"/> <input type="button" value="Reset Fields"/>						
<a href="#">[Guides Home]</a> <a href="#">[Change Year Selection]</a> <a href="#">[Guides Entry Menu]</a>						

Fill in any and all subsequent sections and then save when complete:

**2007**

Department Use Information						8702
License Type:			Payment Type:			
<input checked="" type="radio"/> Guide Only <input type="radio"/> Business Only <input type="radio"/> Combined Guide and Business			<input checked="" type="radio"/> Check <input type="radio"/> Cash <input type="radio"/> Credit Card <input type="radio"/> Money Order			
<b>Section A - General Information. To be filled out by All Applicants.</b>						
Last Name:	First Name:	Initial:				
<input type="text" value="BROGDON"/>	<input type="text" value="KIRK"/>	<input type="text" value="P"/>				
Mailing Address:	City:	State:	Zip:	Country:		
<input type="text" value="123 E FIRST"/>	<input type="text" value="ANCHORAGE"/>	<input type="text" value="AK"/>	<input type="text" value="99501"/>	<input type="text" value="USA"/>		
Telephone:	In Season Telephone:					
<input type="text" value="9071234567"/>	<input type="text" value="9071234566"/>					
Email Address:						
<input type="text" value="test@emailaddress.com"/>						
<b>Section C - Guide Information. To be filled out by Guide or Agent.</b>						
US Citizen?	First Aid Certifying Agency:	First Aid Expiration Date:				
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="YMCA"/>	<input type="text" value="06/06/09"/>				
2007 Sport Fishing License Number:	Operating a Motorized Vessel?					
<input type="text" value="7000001"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No					
USCG License Number (If operating a motorized Vessel only):	USCG Expiration Date:					
<input type="text"/>	<input type="text"/>					
<b>Signatures</b>						
Signed?	By:	Date Signed:				
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Applicant <input type="radio"/> No	<input type="text"/>				
Department Rep:	Area Office:	Date Signed and Stamped:				
<input type="text" value="KUSH, KATHY"/>	<input type="text" value="ANCHORAGE RTS"/>	<input type="text"/>				
Comments:						
<input type="text"/>						
<input type="button" value="Save"/> <input type="button" value="Reset Fields"/>						
<a href="#">[Guides Home]</a> <a href="#">[Change Year Selection]</a> <a href="#">[Guides Entry Menu]</a>						

## Searching and Editing

Use the following screen to retrieve a single or group of records for viewing or editing:

### 2007 Guide and Business Licenses: Search

Enter any of the three searchable criteria below

**Year:**

**License Number:**

**Last Name:**

**Business Name:**

[\[Guides Home\]](#)
[\[Change Year Selection\]](#)
[\[Guides Entry Menu\]](#)

Select from list of results that match criteria entered:

Your Selection Returned **11** Records. Click on any part of the row to **View** the Information. You may try another [search](#) if this information isn't correct.

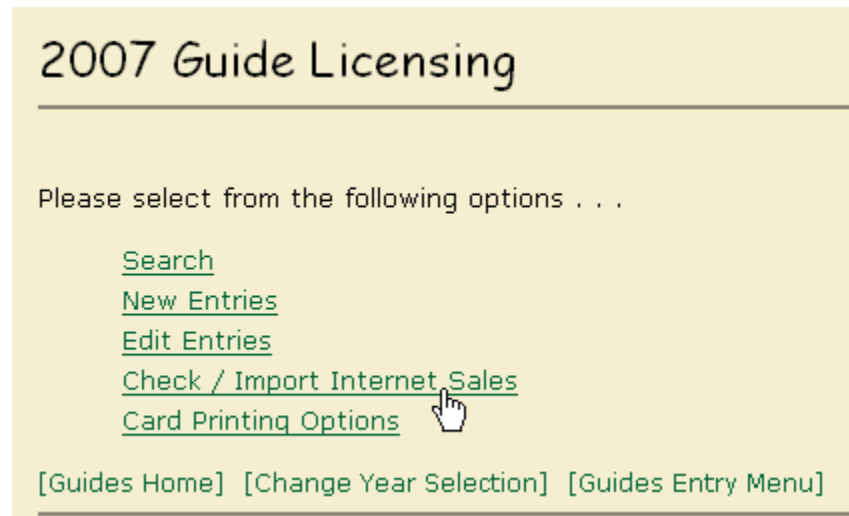
License Number	License Type	Business Name	Last Name, First Name	Mailing Address	City, State	Results	
1105	Combined	BLUE MOOSE RAFTING AND GUIDING	BOY, MICHAEL	1100 HOLIDAY DRIVE	WASILLA, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
642	Combined	BLUE CHIP LLC	RUDE, ROBERT	PO BOX 1499	HOMER, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
11002	Combined	BLUESKIES BOAT CHARTERS	CHAMBERS, CHARLES	23436 BLUE SKIES DR	CHUGIAK, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
8399	Combined	BLUE HERON INN	LATHAM, JOHN	PO BOX 254	YAKUTAT, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
600	Combined	BLUEBERRY ISLAND LODGE	RIDDLE, GEORGE	PO BOX 16	NAKNEK, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
11416	Combined	BLUE RIBBON ALASKAN CHARTERS	BARTOLOWITS, RICHARD	44400 TEABERRY AVE	KENAI, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
308	Combined	BLUE MOOSE RAFTING AND OUTFITTING	MUESSEAU, RICHARD	3199 STOREY DR	NORTH POLE, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
3007	Combined	BLUE MOOSE LAKESIDE LODGE	ADIAM, MICHAEL	35555 SPUR HWY PMB 275	SOLDOTNA, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
11694	Combined	BLUE WATER CHARTER AND TACKLE	SOUZA, GARY	POB 8276	KETCHIKAN, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
1680	Combined	BLUE DORY CHARTERS	WILSON, DEAN	1319 MOUNTAIN VIEW DRIVE	KODIAK, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>
596	Combined	BLUE FLY LLC	EDEL, PATRICIA	PO BOX 81	KING SALMON, AK	<a href="#">View License</a>	<a href="#">Edit</a> <a href="#">Show Hidden</a>

Selecting the Edit button displays the following screen from which you can edit, mark for re print or delete if necessary.

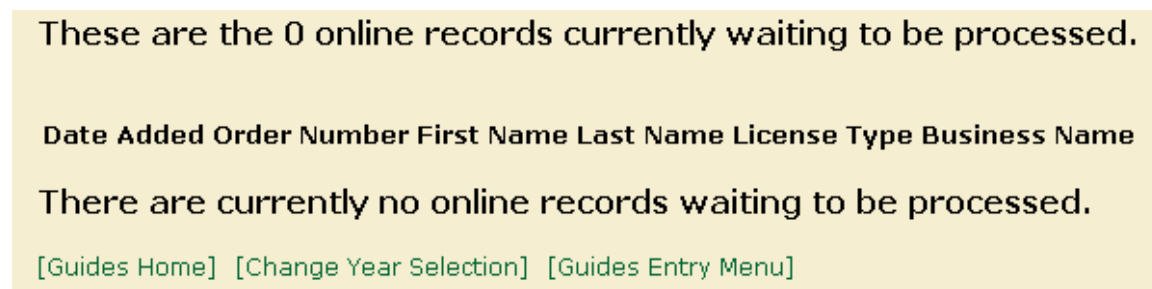
2007					
Department Use Information					11002
License Type: <input type="radio"/> Guide Only <input type="radio"/> Business Only <input checked="" type="radio"/> Combined Guide and Business			Payment Type: <input type="radio"/> Check <input type="radio"/> Cash <input checked="" type="radio"/> Credit Card <input type="radio"/> Money Order		
Section A – General Information. To be filled out by <b>All Applicants.</b>					
Last Name:		First Name:		Initial:	
CHAMBERS		CHARLES		W	
Mailing Address:		City:		State:	Zip: Country:
23436 BLUE SKIES DR		CHUGIAK		AK	99567 USA
Telephone:		In Season Telephone:			
Email Address:					
Section B – Business Information. To be filled out by Business Owner or Agent.					
Business Name:		Business License Number:		Bus License Expiration Date:	
BLUESKIES BOAT CHARTERS		287027		12/31/07	
Insurance Company:		Policy/Binder Number:		Insurance Start Date:	Insurance End Date:
NORTHERN MARINE INSURANCE		N5JE52623		05/10/06	05/10/07
Section C – Guide Information. To be filled out by Guide or Agent.					
US Citizen?		First Aid Certifying Agency:		First Aid Expiration Date:	
<input checked="" type="radio"/> Yes <input type="radio"/> No		AMERICAN HEART ASSOCIATION		10/25/08	
2007 Sport Fishing License Number:		Operating a Motorized Vessel?			
7729164		<input checked="" type="radio"/> Yes <input type="radio"/> No			
USCG License Number (If operating a motorized Vessel only):			USCG Expiration Date:		
1089086			05/05/10		
Signatures					
Signed?		By:		Date Signed:	
<input checked="" type="radio"/> Yes <input type="radio"/> No		<input checked="" type="radio"/> Applicant <input type="radio"/> No		02/01/07	
Department Rep:		Area Office:		Date Signed and Stamped:	
ADFG WEBSITE		ADFG WEBSITE		02/02/07	
Comments:					
<input type="button" value="Save"/> <input type="button" value="Reset Fields"/> <input type="button" value="Delete"/> <input type="button" value="RePrint"/>					

## **Printing and Processing**

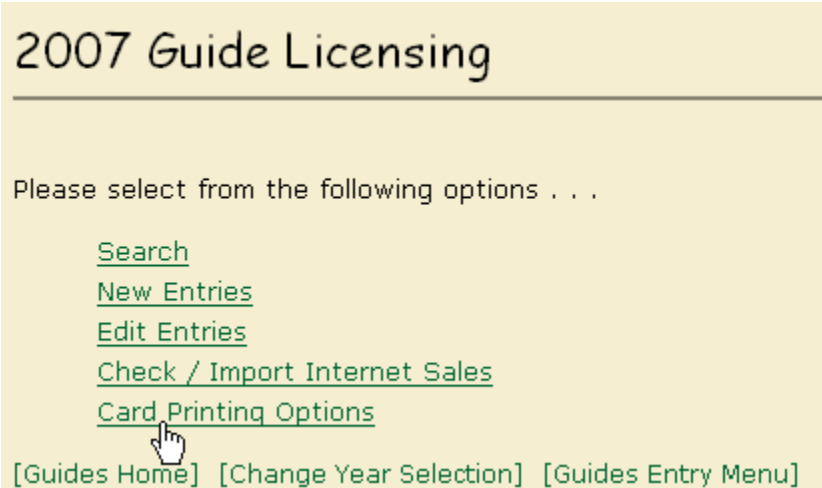
From the Guide menu, select Check and Import Internet Sales



Which will display a screen showing all online entries that waiting to be downloaded.



To Process, go back to the Registration menu and select Card Printing Options:

A screenshot of a web application interface. At the top, the title "2007 Guide Licensing" is displayed in a large, dark font, underlined. Below the title, a message reads "Please select from the following options . . .". A list of five underlined links is provided: "Search", "New Entries", "Edit Entries", "Check / Import Internet Sales", and "Card Printing Options". A mouse cursor icon is positioned over the "Card Printing Options" link. At the bottom of the menu, three additional links are shown in a smaller font: "[Guides Home]", "[Change Year Selection]", and "[Guides Entry Menu]".

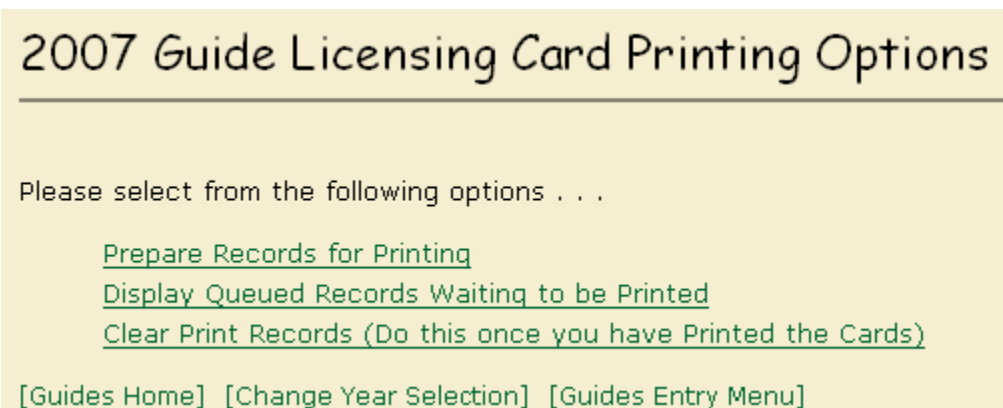
## 2007 Guide Licensing

Please select from the following options . . .

- [Search](#)
- [New Entries](#)
- [Edit Entries](#)
- [Check / Import Internet Sales](#)
- [Card Printing Options](#)

[\[Guides Home\]](#) [\[Change Year Selection\]](#) [\[Guides Entry Menu\]](#)

Select from the options below.

A screenshot of a web application interface. At the top, the title "2007 Guide Licensing Card Printing Options" is displayed in a large, dark font, underlined. Below the title, a message reads "Please select from the following options . . .". A list of three underlined links is provided: "Prepare Records for Printing", "Display Queued Records Waiting to be Printed", and "Clear Print Records (Do this once you have Printed the Cards)". At the bottom of the menu, three additional links are shown in a smaller font: "[Guides Home]", "[Change Year Selection]", and "[Guides Entry Menu]".

## 2007 Guide Licensing Card Printing Options

Please select from the following options . . .

- [Prepare Records for Printing](#)
- [Display Queued Records Waiting to be Printed](#)
- [Clear Print Records \(Do this once you have Printed the Cards\)](#)

[\[Guides Home\]](#) [\[Change Year Selection\]](#) [\[Guides Entry Menu\]](#)



## Appendix C2.–Data diagram for Internet sales.

Column Name	Type	Nullable	Description
is_Id	int	No	Unique record identifier
is_OrderNum	int	No	Order number from online application
is_LicNum	int	Yes	ADFG Business/Guide registration number
is_DataYear	int	No	Year the ADFG Business/Guide registration is valid for
is_licType	int	No	Type of registration issued 1 = Guide only, 2 = Business only, 3 = Combination
is_LastName	varchar(20)	Yes	Last name of business owner or guide
is_FirstName	varchar(15)	Yes	First name of business owner or guide
is_initial	char(1)	Yes	Middle initial of business owner or guide
is_PAddress	varchar(40)	Yes	Physical address
is_PCity	varchar(25)	Yes	Physical city
is_PState	char(2)	Yes	Physical state
is_PZip	varchar(10)	Yes	Physical zip code
is_PCountry	char(3)	Yes	Physical country
is_MAddress	varchar(40)	Yes	Mailing address
is_MCity	varchar(25)	Yes	Mailing city
is_MState	char(2)	Yes	Mailing state
is_MZip	varchar(10)	Yes	Mailing zip code
is_MCountry	char(3)	Yes	Mailing country
is_PPhone	varchar(10)	Yes	Permanent phone number
is_IPhone	varchar(10)	Yes	In season phone number
is_Email	varchar(45)	Yes	Email address
is_SportLicNum	char(7)	Yes	Alaska Sport Fishing License number
is_DOB	smalldatetime	Yes	Guide's date of birth
is_IsSignedGuide	bit	No	Did the applicant date the form
is_SignedGuideDate	datetime	Yes	Date the applicant sign the form
is_AreaOffice	varchar(12)	No	ADFG office - Defaults to 'ADFG WEBSITE'
is_DeptRep	varchar(12)	No	ADFG representative - Defaults to 'ADFG WEBSITE'
is_IssueDate	datetime	Yes	Date ADFG Business/Guide license was issued
is_IsSignedRep	bit	No	Did the department representative sign the form - Defaults to 1 (true)
is_IsImported	bit	No	Indicates the record was imported from the online web application
is_ImportDate	smalldatetime	No	Date the online web application data was imported
is_KeyId	varchar(8)	Yes	User ID of data entry person - Defaults to 'WEB_USER'
is_IsDeleted	bit	No	Record has been deleted from master table
is_DeletedBy	varchar(10)	Yes	User ID of person making the delete
is_DeletedDate	smalldatetime	Yes	Date Deleted

Appendix C3.–Data diagram for guides table.

Column Name	Type	Nullable	Description
gu_id	int	No	Unique record identifier
gu_OrderNum	int	Yes	Order number if online application
gu_LicNum	int	No	ADFG Business/Guide registration number
gu_DataYear	int	No	Year the ADFG Business/Guide registration is valid for
gu_LicType	tinyint	No	Type of registration issued 1 = Guide only, 2 = Business only, 3 = Combination
gu_LastName	varchar(20)	No	Last name of business owner or guide
gu_FirstName	varchar(15)	Yes	First name of business owner or guide
gu_Initial	char(1)	Yes	Middle initial of business owner or guide
gu_PAddress	varchar(50)	Yes	Physical address
gu_PCity	varchar(25)	Yes	Physical city
gu_PState	varchar(2)	Yes	Physical state
gu_PZip	varchar(10)	Yes	Physical zip code
gu_PCountry	char(3)	Yes	Physical country
gu_PDpb	char(2)	Yes	Indicates a specific problem with the physical address
gu_PZipError	char(2)	Yes	Indicates a specific problem with the physical zip code
gu_MAddress	varchar(50)	Yes	Mailing address
gu_MCity	varchar(25)	Yes	Mailing city
gu_MState	varchar(2)	Yes	Mailing state
gu_MZip	varchar(10)	Yes	Mailing zip code
gu_MCountry	char(3)	Yes	Mailing country
gu_MDpb	char(2)	Yes	Indicates a specific problem with the mailing address
gu_MZipError	char(2)	Yes	Indicates a specific problem with the mailing zip code
gu_PPhone	varchar(10)	Yes	Permanent phone number
gu_IPhone	varchar(10)	Yes	In season phone number
gu_Email	varchar(50)	Yes	Email address
gu_BusinessName	varchar(80)	Yes	Name of business
gu_SportLicNum	varchar(10)	Yes	Alaska Sport Fishing License number
gu_DOB	smalldatetime	Yes	Guide's date of birth
gu_IsSignedGuide	bit	No	Did the applicant date the form
gu_SignedGuideDate	smalldatetime	Yes	Date the applicant sign the form
gu_AreaOffice	varchar(20)	Yes	ADFG office that issued the ADFG Businesses/Guide registration
gu_DeptRep	varchar(50)	Yes	ADFG representative that issued the ADFG Businesses/Guide registration
gu_IssueDate	smalldatetime	Yes	Date ADFG Business/Guide registration was issued
gu_IsSignedRep	bit	No	Did the department representative sign the form
gu_IsAgent	bit	No	Is the person applying as an agent
gu_IsDuplicate	bit	No	Indicates the ADFG Business/Guide registration is a duplicate of another ADFG Business/Guide registration
gu_IsVoid	bit	No	Indicates the record is voided, happens when there's a duplicate registration
gu_PrintDate	smalldatetime	Yes	Date the ADFG Business/Guide registration is originally printed for delivery
gu_IsReprint	bit	No	Indicates the ADFG Business/Guide registration card was reprinted
gu_LastReprintDate	smalldatetime	Yes	Date the ADFG Business/Guide registration is reprinted for delivery
gu_DuplicateRef	varchar(15)	Yes	References the ADFG Business/Guide registration that is a duplicate
gu_IsImported	bit	No	Indicates the record was imported from the online web application
gu_ImportDate	smalldatetime	Yes	Date the online web application data was imported
gu_KeyID	varchar(15)	Yes	User ID of data entry person
gu_KeyDate	smalldatetime	No	Date keyed into the system
gu_LastUpdateID	varchar(15)	Yes	User ID of person making a change to Business/Guide registration record
gu_LastUpdate	smalldatetime	Yes	Date of most recent change to the ADFG Business/Guide record
gu_Comments	text	Yes	Misc. user comments

Appendix C4.–Data diagram for print records table.

Column Name	Type	Nullable	Description
pr_Id	int	No	Unique record identifier
pr_LicNum	int	No	ADFG Business/Guide registration number
pr_DataYear	int	No	Year the ADFG Business/Guide license is valid for
pr_LicType	tinyint	No	Type of license issued 1 = Guide only, 2 = Business only, 3 = Combination
pr_LastName	varchar(20)	No	Last name of business owner or guide
pr_FirstName	varchar(15)	Yes	First name of business owner or guide
pr_PAddress	varchar(50)	Yes	Address to Mail Card to
pr_PCity	varchar(25)	Yes	City
pr_PState	varchar(2)	Yes	State
pr_PZip	varchar(10)	Yes	Zip Code
pr_PCountry	char(3)	Yes	Country
pr_BusinessName	varchar(80)	Yes	Business Name if applicable
pr_IssueDate	smalldatetime	Yes	Date Issued
pr_PrintDate	smalldatetime	Yes	Date Printed
pr_IsVesselMotorized	bit	No	Bit flag to show if motorized vessels are used
pr_DOB	smalldatetime	Yes	DOB of Guide